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Economic and Social Council

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Commission on Crime Prevention and Criminal Justice
Twenty-fourth session
Vienna, 18-22 May 2015

Information for participants

I. Opening date and venue

1. The twenty-fourth session of the Commission on Crime Prevention and Criminal Justice will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Monday, 18 May 2015, at 10 a.m. in the M-Plenary (Board Room B), on the first floor of the M-Building. The Committee of the Whole of the Commission will begin its work on Monday, 18 May 2015, at 3 p.m. in Board Room A, M-Building.

2. The annotated provisional agenda and proposed organization of work are contained in document E/CN.15/2015/1, which will be available on the web page of the United Nations Office on Drugs and Crime for the Commission's twenty-fourth session.[1]

Informal pre-session consultations

3. The Commission agreed that its twenty-fourth session should be preceded by informal consultations on Friday, 15 May 2015, to facilitate discussion of draft resolutions made available in advance. The informal consultations will take place in Board Room D, C-Building, 4th floor, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Statements

4. Delegates planning to deliver a statement are requested to provide their statement in advance to the Secretariat, preferably by e-mail (to sgb@unodc.org), or, alternatively, by delivering printed copies of their statement to the conference room officer in the M-Plenary. A minimum of 200 copies should be provided to the

[1] www.unodc.org/unodc/en/commissions/CCPCJ/session/24_Session_2014/CCPCJ_24-Index.html.

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Secretariat if delegations wish to have their statements distributed to the delegations of States and organizations attending the session.

Draft resolutions

5. States intending to submit draft resolutions for consideration by the Commission at its twenty-fourth session were requested to submit them by **Monday, 4 May 2015, at noon**. Draft resolutions should be submitted to the Secretariat in electronic (Microsoft Word) format and contain information on the intended scope, a proposed timetable for implementation, identification of resources available and other relevant information, accompanied by an official transmittal note and addressed to sgb@unodc.org.

6. **Any revisions** to a draft resolution that has already been distributed as an official document **must be based on the official, edited version of the text**. For this purpose, sponsors are requested to obtain the finalized official electronic (Word) document from the Secretariat. Revisions to the text must be clearly marked using track changes in Word.

7. Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet, which is with the Secretariat in room M0122.

Bilateral meetings

8. For the reservation of rooms for bilateral meetings between Member States during the twenty-fourth session (18-22 May 2015), kindly contact:

Ms. Maxine Jacobs	or	Mr. Jean-Michel Creighton
maxine.jacobs@unvienna.org		jean-michel.creighton@unvienna.org
(+43-1) 26060-5771		(+43-1) 26060-3119

9. In submitting the request, Member States are reminded to include the date, time and proposed duration of the meeting and the number of officials to be in attendance.

Side events

10. A number of side events and exhibitions will take place during the twenty-fourth session of the Commission. A programme will be published shortly on the following web page: www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html.

II. Registration

Registration

11. The details of delegates (name, title or function, workplace, fax and telephone numbers and individual e-mail address) should be sent by note verbale (Governments) or on official letterhead (organizations) to the Secretariat as soon as possible, and not later than Thursday, 14 May 2015. The address of the Secretariat is as follows:

Secretariat to the Governing Bodies
United Nations Office on Drugs and Crime
P.O. Box 500, A-1400 Vienna, Austria
Fax: (+43-1) 26060-5885
E-mail: sgb@unodc.org

12. Providing the individual e-mail addresses will ensure that all representatives receive an automatic e-mail response confirming their registration. The automatic e-mail response will also contain a link to the web page where each delegate may upload a photograph (in JPEG file format), thus shortening the time it will take to issue a grounds pass on the day of registration.

13. Delegates who do not complete the pre-registration procedure will need to have photographs of themselves taken upon arrival at Gate 1 of the Vienna International Centre.

14. **As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passport or another official photograph-bearing identity document**. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

15. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on **Friday, 15 May 2015**, from 8 a.m. to 4 p.m. and **Monday, 18 May 2015**, from 8 to 10.30 a.m. Given the large number of participants expected, delegates are encouraged to register as early as possible and are requested to complete registration formalities by 9.45 a.m. on Monday, 18 May 2015, in order to be on time for the opening session.

16. Commissary passes will be issued, upon completion of the registration process, to heads of Member State delegations, professional staff members of specialized agencies and all staff members of the United Nations assigned to the Commission from duty stations other than Vienna.

17. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 as of Thursday, 14 May 2015.

List of participants

18. The preliminary list of participants in the twenty-fourth session of the Commission on Crime Prevention and Criminal Justice will be issued on Tuesday, 19 May 2015. Only those registered and the names of participants officially communicated to the Secretariat by Thursday, 14 May 2015, at the very latest can be

included in the preliminary list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

III. Security

19. During the twenty-fourth session, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre. The United Nations Security and Safety Service will be responsible for security inside the Vienna International Centre.

20. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
United Nations Office at Vienna
P.O. Box 500, A-1400 Vienna, Austria
Room F0E08
VICSecurityChiefOffice@unvienna.org
Tel.: (+43-1) 26060-3901; fax (+43-1) 26060-5834.

21. For security reasons, conference participants are requested not to leave luggage, briefcases or laptops unattended.

IV. Documentation

22. The official languages of the session are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents of the session will be made available in all six official languages.

23. Documentation to facilitate consideration of some of the issues on the provisional agenda is available on the web page of the twenty-fourth session.

24. As part of the Secretariat's efforts to reduce expenditure and limit environmental impact, through the digitization of conference materials and publications, only a limited number of printed pre-session documents will be available at the session venue. Each delegation will receive a single complete set of the documents in the language of its choice. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

25. The main document distribution counter during the twenty-fourth session will be located on the 1st floor of the M-Building, next to the entrance to the M-Plenary. Each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.

Online posting

26. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events and information for participants regarding facilities and services available in the Vienna International Centre; it also provides access to the digital recordings of public meetings. During the meeting, the

application is available through participants' mobile devices such as smartphones and tablet PCs at the following web page: http://myconference.unov.org.

27. The VIC Online Services application is designed to facilitate the distribution of documents and meeting information more broadly during the conference, while helping to reduce paper use.

V. Travel of participants from States members of the Commission

28. The funding policy of the United Nations with respect to the subsidiary bodies of the functional commissions of the Economic and Social Council is to defray **only the cost of airfare for one representative of each State that is a member of the body in question**. Governments are requested to transmit to the Secretariat an official notification through their ministries of foreign affairs or permanent missions with the details of the representative for whom a ticket is to be provided, indicating his or her official mailing address, telephone and fax numbers, official e-mail address and date of birth, along with a copy of his or her passport. In compliance with the instructions from the Under-Secretary-General for Management, tickets have to be issued at the latest two weeks prior to the departure date. Therefore, **only those requests which are received by the Secretariat by Monday, 20 April 2015, will be processed. The Secretariat will not be able to process requests received after that date. A Government may also purchase the air ticket of its representative upon receipt of written approval from the Secretariat for the proposed itinerary. The approval of the itinerary is required in order to secure the funds for reimbursement and ensure compliance with the United Nations rules and regulations on travel.** The Secretariat will provide information in this regard upon request. Requests for reimbursement are to be submitted to the Secretariat (Room M0123). The reimbursement process takes up to 10 weeks and can only be initiated upon the return of the traveller to his or her country of origin.

VI. General information

Conference rooms

29. Each seat in the conference rooms in the M-Building for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged, if necessary.

Use of mobile phones and laptops

30. Conference participants are kindly requested to keep their mobile telephones switched off inside conference rooms, as they cause radio frequency interference in the sound system, adversely affecting the sound quality of interpretation and the recording of proceedings.

31. The use of laptops in conference rooms can cause similar problems. Conference participants are requested not to use laptops next to open microphones.

Visas

32. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The Secretariat may, upon request by the Government concerned, provide a note verbale containing information on the applicant's participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat requires the complete name as stated in the passport of the applicant, as well as his or her date of birth, nationality, passport details and an official confirmation from the Government represented by the applicant of his or her participation. **A note verbale or official letter should be received by the Secretariat at least three weeks prior to the start of the meeting**.

Accommodation

33. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

34. A major media event will take place in Vienna at the time of the Commission session. Therefore, participants are advised that there may be limited hotel availability during that period and are strongly urged to book their accommodation as soon as possible.

35. Participants who arrive at the Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open daily from 6 a.m. to 11 p.m.

Transportation

36. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

37. An airport bus service operates between the Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 1.20 a.m. and 2.50 a.m. and every 30 minutes from 4.50 a.m. to 12.20 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m. and every 30 minutes from 4 a.m. to 11.30 p.m.

38. There is also a bus service between the Vienna International Centre (next to the "Kaisermühlen/Vienna International Centre" station on the U1 metro line) and the Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 20-45 minutes. Buses leave the airport for the Vienna International Centre every hour from 7.10 a.m. to 8.10 p.m. and leave the Vienna International Centre for the airport every hour from 6.10 a.m. to 7.10 p.m.

39. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) and the Vienna International Airport. The fare is 12 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.06 a.m. to 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.36 a.m. to 11.06 p.m.

VII. Facilities

40. The following facilities will be available to participants at the Vienna International Centre.

Delegates' working areas and wireless network connection

41. Wireless connectivity is available everywhere in the M-Buiiding. Delegates' working areas ("cyber corners") with desktop computers equipped with standard software and Internet access will be located on the ground floor of the M-Building.

Post office and faxes

42. A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 8 a.m. to 6 p.m.

First aid

43. Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F-Building, seventh floor (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 p.m. to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

Banks

44. Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building. Branch opening hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Catering services

45. The cafeteria is located on the ground floor of the F-Building. The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 8.30 a.m. to 3.30 p.m.

46. The coffee areas in the M-Building and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. The Cocktail Lounge is located in the C-Building (C02), with opening hours from 11.30 a.m. to 3 p.m. and 4.30 p.m. to 8 p.m. Receptions at the

Vienna International Centre can be arranged by contacting the catering operations office ((+43-1) 26060-4875; e-mail: cateringvic@eurest.at).

Travel services

47. The American Express office (room number C0E01) is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open Monday to Friday from 8.30 a.m. to 5 p.m.

Access to the Vienna International Centre

48. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building. Participants arriving by metro (U1 line) should get off at the "Kaisermühlen/Vienna International Centre" station, follow the signs marked "Vienna International Centre", register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building.

49. There are no parking facilities for conference participants, except for delegates of permanent missions who are in possession of a valid parking permit.

50. Attention is drawn to the Delegates' Handbook (available from www.unodc.org/unodc/en/commissions/Delegates_Handbook.html).